

HOT JOBS

SAINT LOUIS



ST. LOUIS AGENCY ON TRAINING AND EMPLOYMENT
SLATE
americanjobcenter



Version Date: 9/11/2015 * new positions

Position Title: Director, Major Projects & Engineering

Job Order # 11381536

Job Description: Under limited direction, implements the goals, strategies, policies and programmatic framework for Economic development in the City of StL, in order to build on the economic base, enhance....

Requirements: College degree required; 5 years management/supervisory experience required with experience in Financial budgeting and reports. City residency required; must be resourceful and possess good...

Position Title: Financial Analyst & Project Manager

Job Order # 11381546

Job Description: Under limited direction, performs a full range of professional and technical duties in support of the Economic growth in the City by providing sound analysis of economic incentive tools and programs...

Requirements: B.A./B.S. in planning, urban design, economics, business or related field. 5+ years in planning, urban Development, economic development or related field. Personal computer skills in Microsoft Office...

Position Title: Administrative Assistant, PT*

Job Order # 11408814

Job Description: Approximately 20 hours per week answering phone calls, addressing administrative concerns of clients, preparing files, checking insurance eligibility/benefits, basic billing/record-keeping

Requirements: Must be detail-oriented, possess excellent communication skills, and be willing to work with a team And independently. Experience with health insurance billing and electronic health records a plus...

Position Title: OJT – Production Worker/Customer Service Rep*

Job Order # 11408806

Job Description: Position requires you to come in contact with our customers (Funeral Directors, Cemetery Personnel, General Public). Provide full graveside service or delivering bulk quantities of our product, you are...

Requirements: High School diploma/equivalent; MUST have a professional and positive attitude is requested at all Times. Knowledge of all product lines is required for accurate answers to questions.

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.
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Position Title: Customer Service I*

Job Order # 11347897

Job Description: Create an outstanding and effortless experience at every interaction for both internal and external Customers. Armed with a passion for customer satisfaction, the CSR provides solutions...

Requirements: High school diploma/equivalent plus 1 year Manufacturing/Packaging work experience or previous Pfizer experience or veterans/Military experience or an Associate's degree. To perform this job....

Position Title: Diet Clerk*

Job Order # 11408988

Job Description: Performs routine and varied clerical duties in accordance with standard procedures. Types or Enters diet order into computer; call patients to receive their meal order; maintain record/diet....

Requirements: High school diploma or equivalent

Position Title: Utility Worker I – Dishwasher*

Job Order # 11408960

Job Description: Washes dishes by hand or places them in a dish washer. Washes work tables, walls, meat blocks And refrigerators. Sweeps, mops, cleans and vacuums floors. Maintain equipment using specific..

Requirements: High school diploma or equivalent

Position Title: Research Assistant, PT; public workforce study*

Job Order # 11408861

Job Description: Find relevant media content and community-based project examples and post it to project Website; assist in developing mechanisms to promote interaction/collaboration via website.

Requirements: Bachelors degree in IT or social science field; Familiarity with website uploading and/or Maintenance processes; experience with literature searching; verbal/written communication skills

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Position Title: OJT Repair Person

Job Order # 11377115

Job Description: Successfully completes all work orders for equipment and furniture repair. Checks and maintains Temperature gauges on both boilers and ensures that both water temperature and supply the...

Requirements: High School diploma/equivalent; Valid driver's license, HVAC Certification; mechanical aptitude and Maintenance experience required. Trade-school training is a plus but not required.

Position Title: Collection Systems Technician Trainee I

Job Order # 11381289

Job Description: Repair, rebuild and/or replace sewer pipes, inlets, manholes and catch basins; locate and mark MSD assets as needed. Interface with computerized maintenance management and mapping systems...

Requirements: Must have a Class A Commerical Driver's Permit at time of hire; with tanker and air brake endorsements issued by the state; must obtain a valid Class A Commercial Driver's License with tanker....

Position Title: Facilitator, PT

Job Order # 11396985

Job Description: Responsible for administering the FSC curriculum to fathers in the program, completing an Assessment of each father, facilitating group/individual sessions and scheduling/maintain a calendar...

Requirements: High School diploma/equivalent; Must understand and practice the NASW code of ethics; must Have a general knowledge of legislation affecting fathers; have competence in working with men...

Position Title: IKEA- Goods Flow Team Lead/Retail Logistics*

Job Order # 11416616

Job Description: Planning, organizing and monitoring the flow of goods within your area of responsibility in the store From goods receiving to sales locations for replenishment so that sufficient stock is available....

Requirements: You are self-reliant and motivated with a proven ability to work as a part of a larger team. Keen Interest in retailing and logistics as well as experience of working in a fast-paced environment....

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Position Title: Retention Specialist, PT

Job Order # 11385706

Job Description: Local not-for-profit is seeking a team member to assist individuals with various barriers and Challenges are able to remain successfully in the work force. Support people with disabilities...

Requirements: Drug screening and background check if selected; using own vehicle

Position Title: Reentry Care Coordinator

Job Order # 11397004

Job Description: Be responsible for intake, pre-release coordination with MO Dept of Correction and coordination Of recovery support services with Preferred Family Healthcare (PFH). Develop new & existing....

Requirements: Bachelor's degree in social work, or related discipline.

Position Title: Job Developer

Job Order # 11396988

Job Description: Conduct research on prospective employer partners and develop job leads from prospective Employers. Participate in both cold and warm marketing strategies to engage possible employers.

Requirements: Bachelors Degree in Sales, Marketing or related field preferred with at least 2-3 years of experience Working with disadvantaged individuals in job placement in either private/public agency setting.

Position Title: Management, Sports Business & Strategy*

Job Order # 11418969

Job Description: John Cook School of Business is seeking a FT instructor to start Spring 2016. Responsibilities will Include teaching in support of the Sports Business Program & Business Strategy courses....

Requirements: Advanced degree (e.g. MBA), with a PhD from an AACSB accredited university preferred. Combination Of professional and academic experience in the areas of Sports Business and Business Strategy...

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Position Title: Social Worker, FT

Job Order # 11396997

Job Description: Assessing and assisting fathers participating in the Fathers Support Center programs; develop Individual self-sufficiency plans which will help fathers become emotionally involved/financially....

Requirements: Must be competent in working with men who need maximum direction regarding responsible Fatherhood issues; Bachelor's Degree; effective verbal and written communications skills....

Position Title: Employment & Training Specialist; Next Gen

Job Order # 11396877

Job Description: Assist individuals to pursue and achieve employment and/or vocational education goals; Maintain And use knowledge of community resources and Labor Market information to achieve goals....

Requirements: Bachelor's degree with some experience working in the field of Social Service, Human Resources Or related. Direct experience may be substituted on a year for year bases for Education.

Position Title: Instrumentation Technician

Job Order # 11396864

Job Description: Calibration and analysis of complex hydraulic electronic telemetering, radio and computer control Equipment. Considerable knowledge of pneumatic, hydraulic, electronic equipment.

Requirements: High school diploma/equivalent. 5 years experience in the industrial instrumentation trades. Considerable skill in the use of test equipment such as a manometer, volt ohms meter, laptop....

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